



ANIMAL CONTROL OFFICER *

Department of Community Development

The recruitment will remain open until sufficient applications from qualified candidates are received. *The initial review will be conducted for all applications received by 5:00 p.m. on Friday, October 6, 2006.*

** This recruitment may be used to fill future Animal Control Officer vacancies for up to 12 months.*

THE JOB

The Animal Control Officer enforces animal control ordinances, ensures public safety and rights in regard to animal control issues, and protects the welfare of animals. Responsibilities include responding to citizen complaints and/or calls for service; mediating/resolving conflicts between parties involving animal control issues (animal confinement, noise, property damage, cruelty); explaining laws, policies, and procedures; issuing citations and warnings; and inspecting and licensing kennels. Other duties include collecting/disposing of dead animals and removing animals from situations of potential/actual danger to the public or themselves. Incumbent represents Clark County Animal Control in quasi-judicial enforcement hearings. The work of Animal Control Officer is performed in a highly visible environment within the community. Animal Control operates on a 7-day basis and the regular shift of an Animal Control Officer classification includes working Saturday or Sunday.

QUALIFICATIONS

All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following:

- Two years of experience in public or customer service involving frequent and intense public contact. Experience in an animal welfare or control environment, regulatory agency, or law enforcement is highly desirable.
- High school graduate or equivalent. 45 units of college level education with major coursework in veterinary science, law enforcement, or closely related field may substitute for one year of the required experience.
- Possession of or ability to obtain a current driver's license upon hire.

Knowledge of: county roads and locations; animal control methods, techniques, laws, regulations, policies, and procedures; grammar, spelling, and punctuation; vehicle and traffic safety laws; animal behavior and restraint.

Ability to: run, maneuver quickly, and apply physical strength in the apprehension, control, and containment of animals; lift live and dead weight up to sixty (60) pounds unassisted; work out of doors for long periods of time in inclement weather; learn and explain applicable laws, codes, ordinances, and procedures; communicate effectively orally and in writing; exercise tact and courtesy and maintain composure under difficult circumstances; act quickly and effectively in emergency situations; safely operate a light truck.

SALARY

The salary range is \$16.36 – \$20.86 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Supplemental Application:** (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



PRINT NAME _____
DATE _____

EXPERIENCE CODE:

FREQUENCY CODE:

TRAINING, KNOWLEDGE AND EXPERIENCE		Exp Code	DESCRIBE WHERE EXPERIENCE WAS GAINED, OR BASIS FOR EXPERTISE	Time Frame Code
<p>WORKING</p> <p>WITH THE</p> <p>PUBLIC</p>	Responding to service requests			
	Handling complaints			
	Mediating/resolving conflicts or disputes			
	Explaining policies, procedures and laws			
	Dealing with angry, disgruntled, and/or confused people			

ANIMAL CONTROL OFFICER – Supplemental, *Posting #06-09-154(Continued)*

TRAINING, KNOWLEDGE AND EXPERIENCE		Exp Code	DESCRIBE WHERE EXPERIENCE WAS GAINED, OR BASIS FOR EXPERTISE	Time Frame Code
REPORTS AND PAPER WORK	Completing forms			
	Researching information			
	Preparing written reports			
	Preparing oral reports			
	Creating/maintaining files			
WORKING WITH/ HANDLING ANIMALS	Physically restraining animals			
	Lifting/moving animals			
	Dealing with injured/frightened animals			
	Please list the types of animals you have worked with:			

ANIMAL CONTROL OFFICER – Supplemental, *Posting #06-09-154 (Continued)*

NARRATIVE: *In your own handwriting*, briefly describe your interest in working with Clark County’s Animal Protection and Control program.



Human Resources Department
1300 Franklin Street – 5th Floor/PO Box 5000
Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	Hours per Week _____
	Final Salary _____

Reason for leaving or considering change:	May we contact your current employer? Yes [] No []
OTHER EXPERIENCE	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	Hours per Week _____
	Final Salary _____
Reason for leaving:	
OTHER EXPERIENCE	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	Hours per Week _____
	Final Salary _____
Reason for leaving:	

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____

☐ **Asian or Pacific Islander:**

☐ **Black (not of Hispanic origin):**

☐ **Hispanic**

☐ **White (not of Hispanic origin):**

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> The Columbian | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review | <input type="checkbox"/> The Olympian |

Internet Sites:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Columbian website | <input type="checkbox"/> Oregonian website | <input type="checkbox"/> Clark County Website | <input type="checkbox"/> Seattle Times website |
| <input type="checkbox"/> El Latino de Hoy website | <input type="checkbox"/> Other Internet/Website: _____ | | |

Other Sources:

- | | | |
|--|---|---|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____ | | |